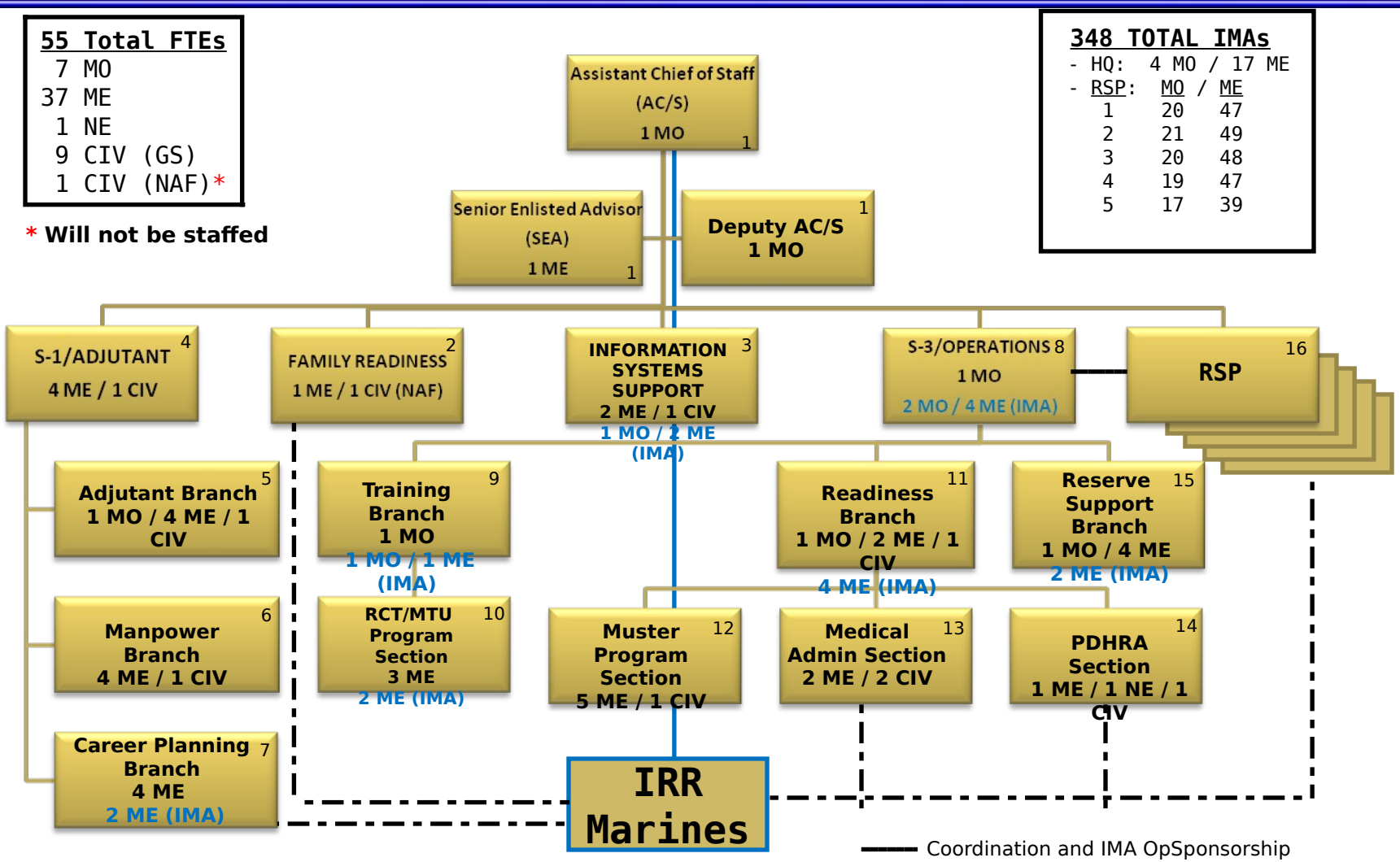
Marine Individual Reserve Support Organization (MIRSO)
Table of Organization and Functions


55 Total FTEs
7 MO
37 ME
1 NE
9 CIV (GS)
1 CIV (NAF)*
* Will not be staffed
348 TOTAL IMAs
- HQ: 4 MO / 17 ME
- RSP: MO / ME
1 20 47
2 21 49
3 20 48
4 19 47
5 17 39
Assistant Chief of Staff (AC/S) 1 MO 1
Senior Enlisted Advisor (SEA) 1 ME 1
Deputy AC/S 1 MO 1
S-1/ADJUTANT 4 ME / 1 CIV 4
FAMILY READINESS 1 ME / 1 CIV (NAF) 2
INFORMATION SYSTEMS SUPPORT 2 ME / 1 CIV 1 MO / 1 ME (IMA) 3
S-3/OPERATIONS 8 1 MO 2 MO / 4 ME (IMA)
RSP 16
Adjutant Branch 1 MO / 4 ME / 1 CIV 5
Training Branch 1 MO 1 MO / 1 ME (IMA) 9
Readiness Branch 1 MO / 2 ME / 1 CIV 4 ME (IMA) 11
Reserve Support Branch 1 MO / 4 ME 2 ME (IMA) 15
Manpower Branch 4 ME / 1 CIV 6
RCT/MTU Program Section 3 ME 2 ME (IMA) 10
Muster Program Section 5 ME / 1 CIV 12
Medical Admin Section 2 ME / 2 CIV 13
PDHRA Section 1 ME / 1 NE / 1 CIV 14
Career Planning Branch 4 ME 2 ME (IMA) 7
IRR Marines
Coordination and IMA OpSponsorship
IRR Engagement

MIRSO FTE STRUCTURE SUMMARY

BACK

SECTION	MO	ME	CIV	NE	NAF	TOTALS
CMD	2	1	0	0	0	3
FRO	0	1	0	0	1	2
ISS	0	2	1	0	0	3
S-1/Adj	1	16	3	0	0	20
S-3	4	17	5	1	0	27
TOTALS	7	37	9	1	1	55

MIRS CORE FUNCTIONS

BACK

- ENABLERS
  1) Command and Control
  2) Fund Management
  3) Family Readiness
  4) Information Technology Support
- OPERATIONS
  1) Adjutant Functions
  2) IRR Administrative Muster Program
  3) IRR Administration (Non-PAC)
  4) IRR Medical Administration
  5) IRR Mobilization/Demobilization Processing
  6) IRR Training
  7) Mobilization Training Unit (MTU) Program Management
  8) IMA Administration (Non-PAC) and IMA Medical Administration
  9) Readiness Support Program (RSP)
  10) Career Planning (IRR & IMA)

COMMAND & CONTROL

BACK

(2 MO / 1 ME)

- Core Function: Command & Control
- Tasks
  - Family Readiness
  - Equal Opportunity
  - Fund Management
    - Operations and Maintenance
    - Stipend
    - Active Duty Operational Support (ADOS)
  - Government Travel Charge Card (GTCC) Oversight

Points of Contact
CO: Colonel Glasco / ivan.glasco1@usmc.mil
XO: VACANT
SEA: GySgt Baker / jason.s.baker@usmc.mil

FAMILY READINESS BRANCH

BACK

(1 ME / 1 CIV (NAF)

- Core Function: Family Readiness
- Tasks
  - Individual Augment (IA) Family Contact and Tracking
  - IRR Administrative Muster Program Support
  - IRR Destructive Weather/Disaster Contact
  - Social Media Input

Point of Contact
FRO: Will not be staffed due to budget constraints and MARFORRES FR organization
FR SNCO: SSgt Robinson / courtney.robinson@usmc.mil

INFORMATION SYSTEMS SUPPORT BRANCH

BACK

(2 ME / 1 CIV : 1 MO / 2ME (IMA))

- Core Function: Information Technology Support
- Tasks
  - IRR Administrative Muster Program Support
  - Social Media Monitoring & Staff Portal
  - Website & Sharepoint Administration
  - Information Technology Support

Point of Contact
Data Chief: GySgt Pricien / jean.pricien@usmc.mil

S-1/ADJUTANT

(4 ME / 1 CIV)

BACK

- Core Functions
  - Adjutant Functions
  - IRR Administration (Non-PAC)
- Tasks
  - C2 of S-1/Adjutant
  - Fund Management (S-1/Adjutant only)
  - Government Travel Charge Card (GTCC) Management
  - Policy Review (IRR/IMA)

Point of Contact
S-1 Officer: Mr. Anthony / john.anthony@usmc.mil

ADJUTANT BRANCH

(1 MO / 4 ME / 1 CIV)

BACK

- Core Functions
  - Adjutant Functions
  - IRR Administration (Non-PAC)
- Tasks
  - Administrative Separations
  - Awards Administration
    - Personal
    - Special Category
  - Casualty Reporting
  - Command Frost Call
  - Central Files
  - Correspondence Oversight
- Congressional Inquiries
- Humanitarian Transfers
- Investigations
- Legal Administration
- Message Traffic Oversight
- Official Mail Management
- Protocol
- Request Mast Program (Organic & IRR)
- Reports and Forms Management

Points of Contact
Adjutant: Vacant
Adjutant Chief: GySgt Manard / valry.manard@usmc.mil

MANPOWER BRANCH

BACK

(4 ME / 1 CIV)

- Core Function: IMA & IRR Administration (Non-PAC)
- Tasks
  - Admin Support to Mobilization Potential Screening Board (MPSB)
  - SF 1164 Processing
  - Conditional Releases (DD Form 368)
  - IRR/IMA Policy Review

- IRR DD-214/215, Discharge Certificates
- Promotions (IRR/IMA)
- Standby Reserve (ISL/ASL) Administration
- T/O Management (Organic & IMA)
- Government Travel Charge Card

Point of Contact
Manpower Chief: GySgt Benitez / jose.a.benitez@usmc.mil

CAREER PLANNING BRANCH

(4 ME : 4 ME (IMA))

- Core Function: IRR & IMA Career Planning
- Tasks:
  - Process IRR & IMA Reenlistments and Extensions
  - IRR & IMA Career Counseling
  - Advise IRR & IMA Marines on Ready Reserve participation opportunities and requirements
  - IRR Administrative Muster Program Support

Point of Contact
Career Planner SNCOIC: GySgt Foreman / patrick.foreman@usmc.mil

S-3/OPERATIONS

BACK

(1 MO : 2 MO / 4 ME (IMA))

- Core Functions
  - C2 for S-3 Operations
  - Drill Management/Accounting (IMA)
  - Fund Management
  - IRR Administrative Musters
  - IRR Mobilization/Demobilization Processing
  - IRR Engagement Program
  - IRR Training
  - IRR & IMA Medical Administration
  - Readiness Support Program
  - IMA (Organic) Operational Sponsorship
  - Mobilization Training Unit Program Management

- Tasks
  - Fund Management
    - Muster Operations and Maintenance
    - Muster Stipend
    - Reserve Counterpart Training (RCT)
  - *IMA Program ATP/ADP Allocation*

Point of Contact
Operations Officer: LtCol Shearer / brandon.shearer@usmc.mil

TRAINING BRANCH

BACK

(1 MO : 1 MO / 1 ME (IMA))

- Core Functions
  - IRR/IMA Training
  - Mobilization Training Unit (MTU) Program Management
- Tasks:
  - RCT Fund Management
  - MTU Annual Training Oversight
  - MTU Project Monitoring
  - Manage IRR/IMA Formal Schools
  - Reserve Support Program (RSP) Training Coordination
  - *Maintain Command Annual Training Statistics*

Point of Contact
Training Officer: Captain Sinkinson / william.sinkinson@usmc.mil

RCT/MTU BRANCH

BACK

(3 ME : 2 ME (IMA))

- Core Functions
  - IRR Training
  - Mobilization Training Unit (MTU) Program Management

- Tasks
  - RCT Opportunity Solicitation
  - RCT Fund Management
  - MTU Program Administration
    - Joins/Drops Processing
    - MTU Annual Training Monitoring and Reports
    - MTU SOP Management
    - Operational Sponsor Assignment Processing

Points of Contact
RCT Program Manager: SSgt Lantz / jerrod.lantz@usmc.mil
MTU Admin Chief: Sgt Jaquez / miguel.jaquezjr@usmc.mil

READINESS BRANCH

BACK

(1 MO / 2 ME / 1 CIV : 4 ME (IMA))

- Core Functions
  - IRR Administrative Muster Program Support
  - IRR & IMA Medical Administration
- Tasks
  - IRR Administrative Muster Program Planning & Support
  - Update the Medical Readiness Reporting System (MRRS) for PHA, HIV, Immunization, etc.
  - Manage & track the PDHRA process

Points of Contact
Readiness Branch Head: Vacant
Asst Branch Head: Maj Nelson / tom.nelson@usmc.mil

MUSTER PROGRAM SECTION

BACK

(5 ME / 1 CIV)

- Core Function: IRR Administrative Muster Program
- Tasks
  - Assist RSP COs in the planning and support of both single site and HTC musters
  - Coordinate with RSPs in determining muster sites
  - Issue and mail muster orders
  - Coordinate muster site support
  - Follow up (medical, after action, surveys, etc.)
  - Provide support as needed during RSP execution
  - Update MCTFS records

Point of Contact
Muster Program Chief: GySgt Baker / jason.s.baker@usmc.mil

MEDICAL ADMIN SECTION

BACK

(2 ME / 2 CIV)

- Core Function: IRR & IMA Medical Administration
- Tasks
  - Medical Readiness Reporting System (MRRS) Updates for IRR & IMA Marines
    - PHA, HIV, Immunization, Dental, etc.
    - Update Medical Readiness through the CSC.
    - Limited Duty Coordinator
    - Manage Line of Duty Process (LOD)
  - Medical Readiness Tracking and Coordination (with HqBn, MARFORRES)
    - Annual Requirement Reports

Point of Contact
Medical Section Head: SSgt Murphy / deanna.b.murphy1@usmc.mil

PDHRA SECTION

(1 ME / 1 NE / 1 CIV)

BACK

- Core Function: Manage/Track PDHRA Process
- Tasks
  - Identify IRR/IMA personnel requiring PDHRA
  - Coordinate PDHRA support for Muster
  - Setup and manage PDHRA process at Muster
  - PDHRA Tracking
  - PDHRA Referral Follow up

Point of Contact
PDHRA Lead Clerk: Ms Melcher / desiree.melcher@usmc.mil

RESERVE SUPPORT BRANCH

BACK

(1 MO / 4 ME : 2 ME (IMA))

- Core Function: Reserve Support Program (RSP)
- Tasks
  - RSP OpSponsorship
    - RSP Administration (Non-PAC)
    - RSP Administration (PAC) Liaison
    - RSP Annual Training Planning and Support
    - RSP Drill Approval

Point of Contact
Reserve Support OIC: Maj Mace / christopher.mace@usmc.mil

READINESS SUPPORT PROGRAM

- Core Functions
  - RSP itself is a core function
  - *IRR Mobilization/Demobilization Processing*
- Tasks
  - Plan and execute IRR Administrative Musters
    - MIRSG Readiness Branch in support
  - IRR Engagement Program Execution
    - Contact & Screening
  - IRR Mobilization/Demobilization Processing

Points of Contact
RSP-1: CO: Col P. Wapensky / SEA: Vacant
RSP-2: CO: Col R. Anderson / SEA: MGySgt B. Stallbaumer
RSP-3: CO: Col G. Piscopo / SEA: MGySgt J. Dupont
RSP-4: CO: Col M. Martin / SEA: MGySgt D. Crosby
RSP-5: CO: Col S. Motsco / SEA: MGySgt P. Faulkner

RSP SITE LOCATIONS

(62 Total)

RSP-1 (13)
20 MO / 47 ME

29 PALMS, CA
BAKERSFIELD, CA
BELL, CA (DSS)
CAMP PENDLETON, CA
MIRAMAR, CA (DSS)
SACRAMENTO, CA (DSS)
SAN BRUNO, CA (HQ)
SAN JOSE, CA
BOISE, ID
LAS VEGAS, NV
PORTLAND, OR
SALT LAKE CITY, UT (DSS)
FT LEWIS, WA (DSS)

RSP-2 (12)
21 MO / 49 ME

CHICAGO ,IL (DSS)
ROCK ISLAND ,IL
SOUTH BEND, IN
GRAND RAPIDS, MI
SELFRIDGE AGNB, MI (DSS)
BRIDGETON, MO (DSS)
KANSAS CITY, MO (DSS)
MINNEAPOLIS, MN (HQ) (DSS)
OMAHA, NE
BROOK PARK, OH (DSS)
CINCINNATI, OH (DSS)
MILWAUKEE, WI

RSP-3 (13)
20 MO / 48 ME

WILMINGTON, DE
FT DEVENS, MA (DSS)
BALTIMORE, MD
BRUNSWICK ,ME
FORT DIX, NJ (HQ)
BROOKLYN, NY (DSS)
BUFFALO, NY
GLENVILLE, NY
ROCHESTER, NY (DSS)
NORTH VERSAILLES, PA (DSS)
PHILADELPHIA, PA (DSS)
ALLENTOWN, PA
HARRISBURG, PA

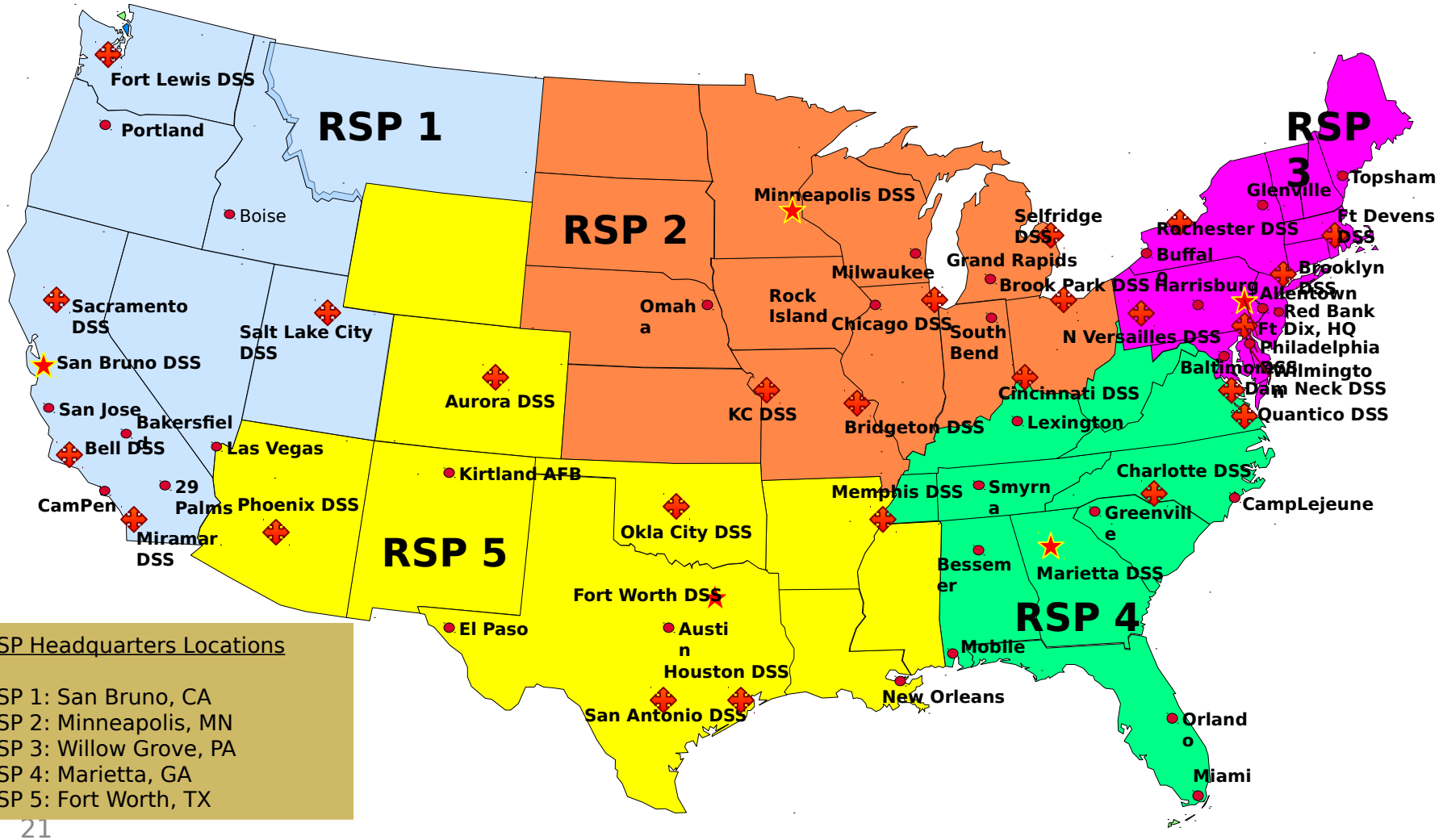
RSP-4 (14)
19 MO 19 / 47 ME

BESSEMER, AL
MOBILE, AL
MIAMI, FL
ORLANDO, FL (DSS)
MARIETTA, GA (HQ) (DSS)
SAVANNAH, GA (DSS)
LEXINGTON ,KY
CHARLOTTE, NC (DSS)
CAMP LEJEUNE, NC
GREENVILLE, SC
MEMPHIS, TN (DSS)
SMYRNA, TN
DAM NECK ,VA (DSS)
QUANTICO, VA (DSS)

RSP-5 (10)
17 MO / 39 ME

PHOENIX, AZ (DSS)
AURORA, CO (DSS)
NEW ORLEANS, LA
KIRTLAND AFB, NM
OKLAHOMA CITY, OK (DSS)
AUSTIN, TX
EL PASO, TX
FT WORTH, TX (HQ) (DSS)
HOUSTON, TX (DSS)
SAN ANTONIO, TX (DSS)

Readiness Support Program Map (RSP)



RSP Headquarters Locations

RSP 1: San Bruno, CA
RSP 2: Minneapolis, MN
RSP 3: Willow Grove, PA
RSP 4: Marietta, GA
RSP 5: Fort Worth, TX

CONFERENCES AND MAJOR TRAINING SESSIONS

BACK

Conference	Sponsor	Frequency	MIRSO Lead	Notes
DoD IRR Conference	DoD	Annual	S-3 Operations (Operations Officer)	Services rotate host/lead
IMA Conference	HQMC (RA)	Annual	S-1/Adjutant (Manpower Branch)	
MFR FRO Conference	MFR	Annual	Family Readiness SNCOIC	
RSP Annual Training (AT)	MIRSO	Annual	S-3 Operations (Reserve Support Branch)	
RSP CO's Conference	MIRSO	Bi-Annual	S-3 Operations (Reserve Support Branch)	Plan, modify RSP muster dates/sites and command issues
RSP New Join Training	MIRSO	Bi-Annual	S-3 Operations (Reserve Support Branch)	
IRR Administrative	RSPs	Monthly	S-3 Operations	